

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FLP-321**

**For:** State and County Offices

**Monitoring Prevailing Claimant Application Activity  
Through Automated Discrepancy Processing System (ADPS)**

**Approved by:** Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

Claimants who were awarded priority consideration under the Consent Decree are identified in the “Approved Civil Rights Claim Priority Activity” (ADPS Civil Rights) database. FLP approval officials will use the database to determine whether an applicant is entitled to priority consideration for farm loan assistance.

**B Purpose**

This notice:

- provides guidance to State and County Offices about using and maintaining the ADPS Civil Rights database
- informs Farm Loan Chiefs (FLC’s) of the availability of FOCUS reports about prevailing claimants
- continues the policy established in Notice FLP-221.

**C Contact**

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date	Distribution
May 1, 2005	State Offices; State Offices relay to County Offices
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## **2 Action**

### **A Accessing ADPS Civil Rights Database**

The ADPS Civil Rights database is accessible through option 7, “Other Inquiry”, on the ADPS Screen. Records may be viewed by employees with active ADPS ID’s.

### **B Adding New Claimant Records to ADPS Civil Rights Database**

LMD will continue to add new claimant records to the ADPS Civil Rights database. Additionally, select LMD employees have the capability to update all fields in the claimant records. State Offices shall contact LMD when corrections are needed to a claimant record.

### **C Updating Claimant Records Through ADPS Civil Rights Database**

Maintenance of the ADPS Civil Rights database is mandatory. Claimant records **will** be updated to prevent FSA from providing priority consideration for any 1 type of assistance on more than 1 occasion.

State and County Office employees should refer to ADPS Manual Chapter 22, “Approved Civil Rights Claim Priority Activity”, for instructions on entering data into ADPS claimant records.

### **D Availability of FOCUS Reports for FLC's**

The following FOCUS reports are available:

- list of claimants and their addresses
- discrimination years and loan type identified by adjudicator
- writeoff amounts for prevailing claimants
- applicants who have requested priority consideration for farm loan assistance
- applicants who have submitted applications
- loans approved and denied.

**Note:** FLC’s must contact Ann Smith, LMD, to receive these FOCUS reports.